

COMMUNITIES IN SCHOOLS OF KALAMAZOO
POSTING 07/11/2012

**QUALIFIED & INTERESTED CANDIDATES MUST SUBMIT A LETTER OF INTEREST AND A
CURRENT RESUME BEFORE: July 20th, 2012**

Position Title: Elementary & Secondary Site Coordinator 21st Century Community Learning Centers (CCLC) Program

Reports to: Director of Integrated Student Services, Elementary or Secondary

Exempt Position: Yes

Supervisory Position: Summer VISTA Associates, Program Staff, Volunteers & Interns

POSITION SUMMARY

The Elementary and Secondary Site Coordinators (SC) are responsible for implementing the Communities In Schools Integrated Student Services (ISS) model within the ISS 21st CCLC Program and assures that community resources that are recruited for the program are connected to the students who need them to improve their academic achievement, school attendance, and behavior. The SC is the internal bridge builder within the program, making connections between students and resources, parents and resources, teachers and providers, etc. The SC provides competent leadership for integrating the site's academic and extended day strategies that result in optimal impact on school-wide and individual student outcomes. The SC works with the entire CIS team, school personnel, parents, and community provider organizations to implement ISS model through the CIS Summer ISS 21st CCLC Program.

DUTIES AND RESPONSIBILITIES

- Possesses a thorough understanding of the ISS model and ensures that implementation of the model at assigned site maintains a high level of fidelity to model standards.
- Effectively facilitates and or coordinates the effective assessment of individual student needs to ensure that appropriate resources are provided in order to build assets or address barriers to their succeeding in school.
- Coordinates resources for students during the school year including their ongoing monitoring and adjusting.
- Ensures that the Summer ISS 21st CCLC Program is implemented and that the work of the Program Staff is focused on the needs and best practices identified in the plan.
- Establishes and maintains productive and effective working relationships with all members of the CIS partnership, including school personnel, health care, mental health, higher education resources, service organizations and staff, business, parents, and other resources. Assures that all members develop and maintain a positive understanding of how the ISS model works and how they can be contributing members of the collaboration. Actively promotes awareness of KCIS within the building, with parents and with VISTA Associates and Program Staff.
- Engages parents to assure that students are able to receive maximum support for success.
- Provides day-to-day functional guidance and direction for Interns, VISTA Associates and Program Staff who are working with students.
- Oversees the effective and responsible use of facilities and other resources and equipment.
- Assures that teachers, other school personnel, parents, and students know about the ISS 21st CCLC Program and how the program can be utilized to address the identified strategic needs of the students selected to participate.
- Provides leadership in the development and implementation of evidence based services/special events that address the strategic needs of participating students in partnership with other CIS staff, enrichment providers and consultants.

- Utilizes the designated data collection and reporting system for Level II student services and ensures timely completion and submission of all reports. Assures that all VISTA Associates, Program Staff, volunteers and community service providers understand and regularly utilize sign-in and time-logging procedures at the building as part of tracking and reporting service hours and students served.
- Orients and coordinates scheduling of providers and volunteers within the school; ensures that all providers and volunteers understand the policies and procedures of the site. Regularly reports progress and problems concerning unmet needs, utilization of community resources, and providers with the designated CIS Director and the Principal.
- Provides supervision, day-to-day direction, and guidance to providers and student interns so that student instruction is maximized and parent engagement is reinforced. Completes and submits formal written intern evaluations at required intervals.
- Assures appropriate feedback to school personnel on student services within the boundaries of confidentiality and student/family privacy.
- Maintains the confidentiality of all CIS and site-related information and exhibits professional and ethical judgment in managing delicate or confidential situations. This applies to written and verbal information, and all means of conveying information including face-to-face, mail, electronic mail, faxes, telephone or any other means of communication.
- Identifies professional development needs of Program staff. Works with appropriate CIS Directors to develop and implement effective professional development strategies to improve program quality and student outcomes.
- Coordinates inventory of all supplies at the beginning and end of the program and files hard copy in onsite files and a copy in the CIS office files.
- Contacts the appropriate CIS Director when problems occur regarding a provider, including scheduling, record-keeping, or administrative tasks and service quality or effectiveness.
- Works in collaboration with Director of ISS and the ISS Coordinator to implement a quality program that is in compliance with all grant/contract requirements and is consistent with the ISS model.
- Ensures that CIS ISS 21st CCLC Program is in compliance with all childcare licensing regulations and requirements, and oversees licensing renewals at assigned site.
- Exhibits a commitment to the values expressed in CIS mission and vision, and creates and maintains a positive CIS image. Demonstrates the ability to interact in a positive and helpful manner with all customers both internally and externally. Reflects commitment to building a supportive work environment and maintains a positive attitude.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Minimum of a Bachelor's degree in human services, public administration, education or related area plus a minimum of three years of experience working with children, adolescents and families and a well-developed knowledge base on the needs/issues of children and families. Master's degree helpful. Supervisory and/or management experience highly desirable.
- Must possess the necessary education, experience, or acceptable combination of the two to meet the School-age Program Director qualifications as defined in by the Licensing Rules for Child Care Centers of the State of Michigan Department of Human Services Office of Children and Adult Licensing (R 400.5302).
- High degree of organizational ability and the ability to work independently with limited supervision. A demonstrated capacity to manage many projects and activities simultaneously.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

A complete position description is available upon request to - dkievit@ciskalamazoo.org

